



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR PUBLIC HEALTH
OFFICE OF ENVIRONMENTAL HEALTH SERVICES

Joe Manchin III
Governor

Patsy A. Hardy, FACHE, MSN, MBA
Cabinet Secretary

August 13, 2010

Ms. Wanda Johnson, WV Program Manager
Safe Drinking Water Branch (3WP22)
U. S. Environmental Protection Agency
1650 Arch Street
Philadelphia, PA 19103

Dear Ms. Johnson:

The following information provides detail of vacancies as of June 30, 2010, in the Environmental Engineering Division. An explanation of the positions, reason for change, and the current status of each vacancy is provided.

Recently Filled Positions:

1. Engineer Associate – Infrastructure & Capacity Development: This position became vacant due to the previous employee leaving state government. The position had been posted. The position was advertised but a suitable candidate was not selected. The position was reposted using several classifications to obtain a candidate. A potential candidate was offered the position but chose not to accept as a permanent position. A suitable candidate was selected and has filled the position.
2. Office Assistant II/Data Entry Operator II – Data Management: This position became vacant due to the previous employee leaving state government. The position was evaluated to determine if a change in classification is possible. This position had been changed to a Data Entry Operator II. This position had been posted and a suitable candidate was selected. The Division of Personnel determined that the Data Entry Operator II classification was not correct. The position was reposted as an Office Assistant II. A suitable candidate was selected and filled the position.
3. Office Assistant II/Data Entry Operator II – Data Management: This position became vacant due to the previous employee transferring to an OA III position within the Division. An attempt was made to post the position as a Data Entry Operator II. The Division of Personnel determined that the Data Entry Operator II classification was not correct. The position has been reposted as an Office Assistant II. A suitable candidate was selected and filled the position.
4. Engineering Technician – St. Albans District Office: This position became vacant due to the previous employee leaving state government. The position has been posted, candidates interviewed. A suitable candidate was selected and filled the position.
5. Office Assistant III – Compliance and Enforcement: This position became vacant when the previous employee was promoted within the Division. The position has been posted and a

suitable candidate was selected but declined the position when offered, due to pay. A suitable candidate was selected and filled the position.

6. Office Assistant III – Data Management: This position became vacant when the previous employee retired. The position has been posted and candidates interviewed. A suitable candidate was selected and filled the position.
7. Office Assistant III – Infrastructure and Capacity Development: This position became vacant when the previous employee took a position with another state agency. This position was posted and candidates interviewed. A suitable candidate was selected and filled the position.
8. Office Assistant III – Beckley District Office: This position became vacant when the previous employee was promoted within the Office. This position was posted and candidates interviewed. A suitable candidate was selected and filled the position.
9. GIS Technical Administrator I – Source Water Assessment and Protection: This position became vacant when the previous employee took a position with another state agency. The position was posted and candidates interviewed. A suitable, internal candidate was selected and filled the position.

Vacant Positions:

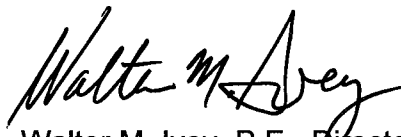
1. Environmental Resources Specialist III – Compliance and Enforcement: This position became vacant when the previous employee left state government after an extended medical leave of absence. The position had been posted. A suitable candidate was not selected. The position was reposted and a suitable candidate was selected. The process began to fill the position and the candidate refused the position. The position will be reposted.
2. Environmental Resources Specialist III – Compliance and Enforcement: This position became vacant when the previous employee was promoted within the Division. The position has been posted, candidates have been interviewed and a suitable candidate was selected to fill the position, but the candidate did not accept the position. The position will be reposted.
3. Environmental Resources Specialist II – Certification and Training: This position became vacant when the previous employee decided to leave state government following maternity leave. This position was posted and candidates have been interviewed. A suitable candidate has been selected and the paperwork is being processed to fill this position.
4. Engineer Senior – District Office Coordination/Compliance and Enforcement: This position became vacant when the previous employee retired. This position was posted and candidates have been interviewed. A suitable candidate has been selected and the paperwork is being processed to fill this position.

5. Engineer Associate – St. Albans District Office: This position became vacant when the previous employee retired. This position has been posted, but no suitable candidates applied.
6. Accountant/Auditor 1: This position became vacant when the previous employee advanced within the Bureau. This position will be posted.
7. Environmental Resources Specialist III – Source Water Assessment and Protection: This position became vacant when the previous employee took a position outside of state government. This position will be posted as a Geologist III.
8. GIS Program Analyst – Source Water Assessment and Protection: This position became vacant when the previous employee advanced within the section. This position will be posted.
9. Engineer Associate – Infrastructure & Capacity Development: This position became vacant when the previous employee took a position outside of state government. This position will be posted.
10. Engineer Technician – Philippi District Office: This position became vacant when the previous employee took a position within another agency within state government. This position will be posted.
11. Office Assistant III – Wheeling District Office: This position became vacant when the previous employee retired from state government. This position was posted and candidates interviewed. A suitable candidate has been selected and the paperwork is being processed. The previous employee has been hired as a part-time temporary employee.

We continue to work to fill the vacant positions within the organization. Over the past year, we have used a method of hiring temporary employees to help fill the voids. This has been somewhat effective although there are limitations with the time period that we are able to retain temporary employees. The short time period can impact the amount of time that is needed to adequately train those employees. It has been effective with clerical related work. We have also hired some retired employees on a temporary basis.

If you have any questions about the above information, please let me know. You may reach me at 304-558-6715, or via e-mail at Walter.M.Ivey@wv.gov.

Very truly yours,



Walter M. Ivey, P.E., Director
Environmental Engineering Division

WMI:snj